

Libby Area Technical Assistance Group, Inc.  
PO Box 53, Libby, MT 59923  
October 12<sup>th</sup>, 2004 Meeting Notes

SDMS Document ID



2031023

(Note: bold items within paragraphs are motion made and voiced on as well as action items agreed upon.)

Board Member Attendees:

Gayla Benefield  
JoElyn Brus  
Mike Noble  
LeRoy Thom  
Eileen Carney

Lee Clarke  
Jan Meadows  
Les Skramstad  
Abe Troyer

Employees/Contractor Attendees:

Helen Clarke

Cheryl Fox

- 1) Call to Order approximately (7:02 pm)
- 2) Introductions
- 3) Review and Approval of Previous Meeting Minutes
  - a. Minutes were reviewed for the August 10<sup>th</sup> 2004 meeting, no corrections were recommended. Les Skramstad made the motion to accept minutes, Abe Troyer second the motion. Motion unanimously passed.
  - b. Minutes were reviewed for the September 14<sup>th</sup> 2004 meeting, no corrections were recommended. Les Skramstad made the motion to accept minutes, JoElyn Brus second the motion. Motion unanimously passed.
  - c. Minutes were reviewed for the September 20<sup>th</sup> 2004 meeting, no corrections were recommended. Lee Clarke made the motion to accept minutes, JoElyn Brus second the motion. Motion unanimously passed.
  - d. Minutes were reviewed for the September 22<sup>nd</sup> 2004 meeting, no corrections were recommended. Lee Clarke made the motion to accept minutes, JoElyn Brus second the motion. Motion unanimously passed.
  - e. Future minutes to be mailed to Lee Clarke due to email constraints.
- 4) Old Business
  - a. Vision Statement (old action item) - Gordon Sullivan and Abe Troyer will [continue] working on both the vision and mission statements.
    - i. Next TAG meeting presentation requested (**ACTION ITEM**).
  - b. Loomis property demolition (old action item) – no report – project is [still] on hold.
  - c. Work Plan – communication to EPA needed – Gordon Sullivan (old action item)
  - d. Appointment of new committees
    - i. Communications Committee
      1. **Abe Troyer made the motion to accept the Communications Sub-Committee, Mike Noble second the motion. Motion unanimously passed.**
      2. Contract needed to Helen Clarke – Jan Meadows to work this (**ACTION ITEM**).
  - e. LATAG / City Council Meeting – Gayla Benefield (old action item). After speaking with Mayor Berget, it was recommended to approach the City Council after October 17<sup>th</sup> to organize this.
    - i. Recommended to NOT schedule this on Monday, Tuesday or Wednesdays.
    - ii. It was recommended to have the entire TAG Board at member this meeting, and hopefully during the month of October (**ACTION ITEM**).
- a. Report - Technical Advisor Scope of Work (in progress) – Gordon Sullivan (reported by Gayla Benefield)
  - a. Approval to read and draft a short summary on the newly released final Technical Memorandum Containment Screening Study Post Clean-Up Evaluation Study.
    - i. **Abe Troyer made the motion to accept this work for the Technical Advisor, Mike Noble second the motion. Motion unanimously passed.**

- ii. It was recommended to have all the Board members review this technical memorandum. All Board members are to submit their input at the next TAG meeting (**ACTION ITEM**).
      - 1. Copies can be obtained from the EPA office.
      - 2. Board Member books are needed for Eileen and Jan (**ACTION ITEM**).
  - b. A technical meeting will be held by Gordon Sullivan at the FVCC every Tuesday at 7:00pm.
    - i. This is part of the mandate deliverables for the Technical Advisor.
    - ii. Specific issues regarding technical subjects will be addressed at this time.
  - c. Gordon will begin working on a draft plan for the EPA relating to the next technical steps to be taken regarding the information received in Denver (Denver Risk Meeting). For completing and approval at the next TAG meeting.
  - d. TAG needs to schedule information meetings with the County, City and O&M on the Denver Risk Meeting.
    - i. It was advised that TAG Board members rotate through the O&M meetings. It was reported that Gordon does attend these meetings. These meetings are held the second Wednesdays of the month at 7:00am at the Venture Inn. LeRoy Thom said he would attend the October meeting. It was reported these are very [very] preliminary meetings.
  - e. Approval to read and give a report on the Technical Advisory Scope of Work.
    - i. **Mike Noble made the motion that the TAG Board commissions Gordon to read the report, Lee Clarke second the motion. Motion unanimously passed.**
- 5) Report – Grant Administrator – Cheryl Fox
  - a. Letter received from EPA awarding LATAG second year monies award.
    - i. Letter needed to signed, dated and returned (completed the at the meeting).
  - b. Reimbursement for September
    - i. During the meeting with Peter Fairchild a technical memorandum (released from EPA December 2003) was introduced (for the first time) to the [new] LATAG Board Members. During that time the Grant Administrator got the impression the Executive Board wanted a review of the document. This review was done (about five hours) and eight pages of notes were forwarded to Gayla Benefield.
    - ii. It was asked if the reimbursement should reflect these five hours for the Grant Administrator or not.
      - 1. **Mike Noble made the motion to accept the five hours for the Grant Administrator. Jan Meadows second the motion. Motion unanimously passed.**
      - 2. These notes to be distributed to all TAG Board Members (**ACTION ITEM**).
  - iii. The reimbursement was not approved due to the Technical Advisor had not submitted his monthly report and hours reported are only reported verbally.
  - iv. Future reimbursements, which include the sub-contractor for the Communications Committee, will be included under the Technical Advisor.
    - 1. Gordon did verbally ask (on October 12<sup>th</sup>, 2004) the Grant Administrator to be the recipient of all invoices. Invoices should separate out the Technical Advisor support hours versus the Communications Committee support.
    - 2. A reimbursement form reporting separate line items will be provided for the TAG Treasurer and a consolidated form for EPA approval.
  - c. No audit update was provided the Technical Advisor regarding payment provided due to no information received. This issue needs to be pursued.
  - d. Quarterly report is due for July/August/September – Due in October – (**ACTION ITEM**).
    - i. Quarterly Reports needed from the Nominating Committee, the Communications Committee, Safety and Health Committee, Technical Advisor and Grant Administrator. These reports are due October 22<sup>nd</sup>, 2004 to the Grant Administrator for consolidation.
    - ii. This would “like” to be submitted to EPA by the end of October.
    - iii. It was reported by a guest (Clinton Maynard) that an additional sub-committee was formed under the old TAG Board. This was a Technical Committee. This committee was tasked to review documents coming from the EPA and provide recommendation that if the LATAG Technical Advisor needs to review these documents. Also this committee was to attend technical workshops. Since this committee did not work or submit any work during the past three months, a quarterly report is not needed.
      - 1. It was asked if this sub-committee is to be dissolved since Clinton is the only “member” of this committee. Gayla Benefield provided a reminder that it is the responsibility of the Board to review documents to decide if they want it to be

turned over to the Technical Advisor. This needs to be addressed at the next TAG meeting (**ACTION ITEM**). Past information should be documented in January through May 2003 minutes.

6) Report – EPA (work in progress) – no report

- a. No EPA presence.

7) Sub-Committee Reports

- a. Nominating Committee – LeRoy Thom (chairperson)
  - i. A process and board candidate form has been provided to this committee.
- b. Health and Safety Committee – Abe Troyer (chairperson)
  - i. Abe reported on the potable water issue; this has been resolved through water chlorination. Chlorine strip tests are being completed and the testing results are being forwarded. Potable water tanks are being designated from non-potable water tanks.
  - ii. Research is pending regarding the failure rate of the NIOSH P100 air cartridges. Several people have said that they smell zonolite while using the filters. These filters do not filter out organic vapors, people using them (Abe personally) have smelled dirt while using these filters. It was recommended to conduct a smoke test to test the fit of the filters ensuring a proper seal. It was recommended to utilize Googles on the Internet to research NIOSH filters. It was recommended to utilize EPA to research these filters, while researching it in parallel through other avenues. It was questions if these filters are under a different criterion.
- c. Communications Committee – Jan Meadows (chairperson)
  - i. It was recommended to have Helen work the Jan to compose a contract. Gordon did say he would write the contract, and he has written the scope of the committee.
  - ii. A hardcopy will be provided to Jan and Helen. A copy of the Grant Administrator contract will be provided to the committee for review.
  - iii. Jan would like to have a web site with links and photos for community members, also a PowerPoint presentation to be distributed to the schools, forums, etc. She has been working on a logo and name for the LATAG publication. Conduct presentations and speeches regarding that LATAG is providing to the community.
  - iv. A press release needs to be completed. Gordon has asked to have the newspapers set aside space in their publications. To include technical memorandums to the community.
  - v. Clinton Maynard has asked to have information mailed to his home address, the Board has not approved this in the past. He recommended a mailing list, which was reported could possibly be a drain on the LATAG funds. These minutes are already sent to the EPA office and a mailing would be a redundant expenditure of funds. It was recommended that these minutes could be emailed to the public. It was approved by the Board that minutes would be mailed to Clinton if he were not present at a meeting that minutes were approved. Minutes will not be mailed or distributed until approved by the Board.

8) Special Presentations (if applicable)

- a. Dave Diem made a presentation regarding how the railroad is dealing with asbestos contamination on their property. He was NOT representing the railroad, but his organization is a consulting and engineering firm to assist the railroad on asbestos clean-up procedures on their property, and to meet EPA requirements on clean-up.
- b. What they are doing at the railroad to clean up is removing everything at the site, testing every fifty feet all along the rail yard. If the samples come up clean than a tan/clay layer is used to cap and mark indicating the area that all samples came up clean. If the samples are not clean (all but one case), than it was excavated up to six feet, then a tan/clay layer caps the area where the samples came up clean. A small portion along the north side will be capped.
- c. Sampling methods is a composite sample, which measures “anything”.
- d. Again . . . this not as representation of the railroad, nor of the railroad policies, but the individual that Dave worked with wanted “no stone unturned”.
- e. The entire site is being capped with a deotextile product. A minimum of twelve inches of imported material and completed to 95%, on top of that, another 12 to 13 inches of material, which the railroad will use (if needed) to build three more rail lines on the south side.
- f. What they are tasked to is make sure everything is clean, make sure everything is watered . Daily websites are updated regarding this work. They are ahead of schedule by two or three weeks.

- g. They have gone ten feet beyond their property line to ensure a proper clean up.

9) New Business

- a. Denver Risk Meeting Update – LeRoy Thom
- b. A lot of information was put upon the LATAG that needs to be absorbed, this was a very intense meeting.
- c. LeRoy Thom reported that in respect to the regulations of what they need to do they are “way – way beyond anything they need to do”. We should be thankful for the people that are doing the job and the way they are doing the job.
- d. Mike Noble reported that there are things here that they don’t really have to do based on the regulations. I am very thankful for the people doing this job for us. They are very heartfelt for the people in Libby.
- e. Gayla Benefield reported that they are going beyond what they are supposed to be doing for us and that they are going the “extra mile” for us.
- f. Biggest challenges are the new technology of the standards, and the government with the old standards.
- g. These items will be discussed in the Tuesday nights meeting due to their technical content.
- h. More of this meeting will be addressed at the next TAG meeting.

10) Review and agreement on Action items generated from this meeting

<b>ACTION ITEM</b>	<b>ASSIGNMENT</b>	<b>DUE</b>	<b>COMPLETED</b>
Quarterly Reports	Sub-Committees	10/22/04	
Policy and Procedures to Cheryl	Gayla Benefield	10/14/04	10/13/04
Communications Committee Scope	Cheryl Fox	10/14/04	10/13/04
Tech Memo – Notes (Cheryl’s)	Cheryl Fox	10/14/04	10/13/04
LATAG/City Council Meeting	Gayla Benefield	Mid-October	Pending
Technical Sub-Committee	Gordon Sullivan	11/09/04	
Vision/Mission Statement	Gordon Sullivan	11/09/04	
Technical Memorandum Input	TAG Board	11/09/04	
Draft Plan RE: Denver Trip	Gordon Sullivan	11/09/04	
Communications Contract	Jan Meadows	Pending	
Work Plan to EPA	Gordon Sullivan	Pending	
Board Book Needed (Eileen and Jan)	Gordon Sullivan	Pending	

11) Open Discussion

- a. Clinton Maynard questioned that if the EPA is going above and beyond what they need to do are they meeting the “protective” criteria of one percent. This is in relation to specific use areas.
- b. Introductions for: Catherine LeCours, new State Project Officer  
406-841-5040  
clecours@state.mt.us

12) Next Meeting Scheduled – November 9<sup>th</sup> 2004

13) **Jan Meadows made a motion to adjourn the meeting, Les Skramstad second the motion. Motion unanimously passed.** Meeting adjourned at approximately 9:00pm.